

# Cancellation Form



## How to Cancel:

1. Complete the short cancellation form below.

2. Return the cancellation form to:

**Customer Contact Center**  
**200 E. Santa Clara Street**  
**4th Floor**  
**San José, CA 95113**

3. Or fax it to: (408) 292-6731

4. You will receive a letter verifying that your APS service has been cancelled

The cancellation form below allows you to terminate the Automatic Payment Service (APS) for your Recycle Plus (garbage and recycling) and Municipal Water Services. Once the cancellation takes effect, approximately 30 days after receipt of the form, your bills will no longer be automatically deducted from your bank account.

Want more information? Call us at  
**(408) 535-3500.**



## Cancellation Form — Automatic Payment Service

Please Print

☐ CHECKING ☐ SAVINGS

\_\_\_\_\_  
Name of your financial institution

\_\_\_\_\_  
Your name as shown on financial institution records

\_\_\_\_\_  
Street address where utility service is provided

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Name on City of San José utility account

I authorize the City of San José to cancel my Automatic Payment Service and no longer deduct funds from my checking/savings account at the financial institution listed above to pay my San José utility bills.

\_\_\_\_\_  
Your signature as shown on financial institution records

\_\_\_\_\_  
Date

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Your San José utility account number.  
(Look for the 10-digit number under the Account No. box on your bill statement.)

For example, account #0042567890 is written:

0	0	4	2	5	6	7	8	9	0
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